

9 JUL 1975

MEMORANDUM FOR: Executive Officer, DDA

SUBJECT: FY 1975 Objectives

REFERENCE: A/EO/DDA Memorandum, dated 4 June 1975, Subject as Above (DD/A 75-2657)

The following is submitted in response to referenced memorandum:

1. A57002 - Reduce Agency copying cost by 8%

The 8% objective has not been met. At the most, we expect a 2-3% fiscal year savings and a 5-6% annual savings. Problems center around the reluctance of Agency management to accept the shared usage of equipment or copy center concept and space limitations which prevent the replacement of small over-used copiers with larger duplicators. We feel the major problem, however, stems from our lack of authority to insist that more economical methods and equipment be used. This objective will continue into FY 76.

2. A57003 - Establish three experimental Word Processing Centers

Centers have been established and evaluated in OTR and OCI. Equipment emanations prevented a center from being established in [REDACTED]

[REDACTED] We are reviewing the possibilities of establishing centers in OS Headquarters components and OL. This objective will be carried forward to FY 76.

3. B57001 - Reduce Paper Consumption by 5% in FY 75

This is a joint objective with OL and OJCS and will be met. In addition to the contribution made by Records Administration Branch, the Micrographics Program Branch also contributes to this objective by advertising the great paper savings potential of Computer Output Microfilm (COM). Presentations

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were given by MPB at the OJCS EDP Orientation Courses, OJCS Presents, OJCS Systems Analysis II Courses, a special COM Seminar conducted by MPB, as well as at the regular Introduction to Micrographics Seminars. COM applications started this fiscal year will save approximately 650,900 pages of paper per year. An experiment initiated in OSR whereby an analyst requests microform copies from CRS of documents to be added to his working files instead of paper is aimed at making a dent in the one million pages of paper CRS produces from film each year.

4. B57002 - Reduce Forms Inventory by 5%

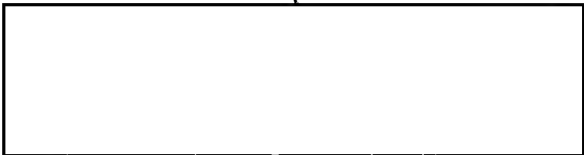
As of 1 June 1975, the forms inventory has been reduced by 8.9% (net). This objective will continue through FY 76.

5. B57003 - Revise and Publish Agency Correspondence Manual

This objective has not been met. A review of a revised draft by the Secretary to the DCI was delayed due to higher priorities in that office. The draft has now been returned by the Secretary and is being retyped and will be coordinated with other senior secretaries. Although not established as a formal objective, work will continue on the manual and it is hoped that publication will be accomplished during the first quarter of the new fiscal year.

6. B57004 - Provide a Return on Investment Equal to the Salaries paid RMOs

This objective will be met. A substitute objective has been identified for FY 76.


Chief, Information Systems Analysis Staff

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